



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 4000.4
N2
13 February 2002

COMSC INSTRUCTION 4000.4

Subj: INTERSERVICE AND INTRAGOVERNMENTAL SUPPORT

Ref: (a) OPNAVINST 4000.84B
(b) FAR Subpart 17.5
(c) DFARS Subpart 217.5
(d) SECDEF memo of 8 Feb 94, "Use of Orders under the Economy Act"

1. Purpose. To implement reference (a) by delineating responsibilities within Military Sealift Command (MSC) for accepting and requesting interservice and intragovernmental support and by providing for the appointment of Support Agreements Managers (SAMs).

2. Policy. Reference (a) requires each major claimant to designate an official to oversee its implementation. Additionally, reference (a) requires each activity that provides support to or receives support from DOD and non-DOD activities to appoint a SAM. Enclosure (1) to reference (a) (DODI 4000.19 of 9 Aug 95, Subj: Interservice and Intragovernmental Support) provides that support agreements shall be approved by the activity commander having authority over the personnel and materials to be utilized in providing support.

3. Action

a. The Executive Director (N03) is hereby assigned overall responsibility within MSC for implementation of reference (a). In conjunction with this responsibility, N03 is delegated exclusive authority within MSC to accept Economy Act orders from non-DOD activities and to accept orders from DOD activities for which Commander, MSC (COMSC), would be the cognizant servicing activity. N03 has the authority to enter into interservice and intragovernmental support agreements (ISSAs), memoranda of agreement (MOAs), and memoranda of understanding (MOUs), as appropriate.

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b. The above delegation does not affect the authority of MSC Area Commanders to independently accept orders from DOD activities and to enter into ISSAs, MOAs, and MOUs for support within their respective areas of responsibility. All requests for support from non-DOD activities, however, shall be forwarded to N03 for action.

c. MSC requests for interservice and intragovernmental support may be made at the lowest organizational level having appropriate budgetary authority. Orders shall be placed in accordance with references (a) through (d) and all other applicable procurement law and regulation.

d. All ISSAs, MOAs, and MOUs shall be submitted for legal review prior to execution.

e. In accordance with reference (a), the Director, Records Management (N0021) is hereby designated as COMSC's SAM. The SAM is responsible for overseeing the preparation of support agreements using information provided by the Program Managers and Functional Directors; for coordinating negotiations and approvals; and for administering support agreement execution, reviews, and eventual termination. If MSC receives support from a non-DOD activity, the SAM will be responsible for coordinating DOD negotiations and approvals, and for tracking the agreement execution, reviews, and eventual termination. Additionally, the SAM shall maintain a record of all active ISSAs, MOAs, and MOUs, and ensure their continued accuracy.

f. Area Commanders and their subordinate activities that provide or receive support shall appoint a SAM. In addition to the responsibilities enumerated above, area SAMs shall provide the COMSC SAM with current copies of all ISSAs, MOAs, and MOUs under their cognizance.

g. N03 shall be responsible for providing guidance to the SAMs.

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D. L. BREWER III

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

41C (NFAF East/West)

41D (MSC Offices)

41E (APMC)